



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Interpreter/Transliterater III	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	48	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	DSPS Director or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform advanced specialized duties in facilitating communication between hearing and deaf or hard of hearing persons by using American sign language and English; and to interpret for student/s in a variety of advanced instructional and non-instructional campus settings.

Employees in this classification receive limited supervision within a framework of standard policies and procedures. These job classes exercise independent judgment and responsibility for the accurate interpretation of both formal and informal campus activities.

This job class performs the full range of duties at an advanced level of expertise as required by the RID standard level of certification. This job class may serve as a lead interpreter in teamed settings and provide professional development to other interpreters/transliterators.

TYPICAL DUTIES

Essential Functions:

- Duties require the use of American sign language and English to clearly and accurately facilitate communication between deaf or hard of hearing persons and hearing persons.
- Interprets classroom instruction, discussion, and interaction i.e. lectures, labs in complex subjects as well as tutoring sessions, group discussions, films, tapes, and general classroom activities.
- Interprets from the source language used by deaf or hard of hearing persons into spoken English which can be understood by the hearing persons.
- Interprets in settings such as classes, labs, campus service centers, and other instructional and non-instructional settings.

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- Researches specific terminology germane to various disciplines as appropriate to assignment; develops appropriate signs to communicate classroom material.
- Performs other related duties similar to the above in scope and function as required in agreement with the Code of Professional Conduct as given by the Registry of Interpreters for the Deaf.

EMPLOYMENT STANDARDS*Knowledge of:*

- American Sign Language, Pidgin Signed English (P.S.E.); Signed Exact English (S.E.E.), English and other sign systems as required by assignment;
- Methods and techniques used in communicating with deaf/hard of hearing persons;
- Code of Professional Conduct as stated by the National Registry of Interpreters for the Deaf;
- Professional and technical signs or knowledge of the vocabulary used in specified courses;
- Deaf culture;
- Proper English usage and grammar.

Ability to:

- Hear spoken speech communication;
- Use American Sign Language and other sign systems as appropriate to assignment;
- Accurately interpret spoken English at a rate required for successful job performance;
- Interpret by providing an accurate message equivalent from the source language to the target language;
- Interpret for campus events such as conferences, workshops, or special events. or transliterate for a group of speaking and non-speaking persons;
- Establish and maintain effective professional work relationships with those contacted in the performance of required duties;
- Comply with the standards of Deaf culture.

QUALIFICATIONS

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Education Required:

- (A) Graduation from a recognized four-year college or university with a major in Deaf Studies with a concentration in ASL/English Interpreting or a closely related field.
OR
- (B) National Interpreter Certification (NIC) from the Registry of Interpreters for the Deaf (RID). Special Note: Certification of Interpretation (CI) or Certificate of Transliteration (CT) from the Registry of Interpreters for the Deaf (RID) will be accepted as qualifying.

Experience Required:

- A minimum of 3+ years experience in a post-secondary setting and/or completed degree from an accredited interpreter training program.

Other Required or Preferred Qualifications:

- Minimum of one (1) certification as recognized by the Registry of Interpreters for the Deaf. Certifications recognized in the following categories or equivalency: National Interpreter Certification (NIC); Certificate of Interpretation and Certificate of Transliteration (CI/CT).

APPROVALS

Date Created/Revised: 06-11-2015

Cabinet Reviewed: 06-30-2015

Board Approved: 09-09-2015

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)